

# INSTRUCTIONS FOR DOCKET CONTROL CENTER COVER SHEET

## 1) CASE/COMPANY NAME & DBA OR RESPONDENT

- a) This is for the name of the representative company. Respondent is for use on Securities cases. (Not necessarily the company/person doing the filing.)

## 2) DOCKET NUMBER –

- a) New company with no docket number: Leave this blank
- b) New application for existing company: Required - Use the existing docket number & year (e.g. T-00000A-98-) and we will assign the new matter number to the case
- c) On-going case: Required - Use entire docket number.
  - i) If more than one (1) docket number is involved (such as in the case of a consolidated case) please provide as many docket numbers as you can.

## 3) NATURE OF ACTION –

- a) New Application: Check or put an “X” in this space & check or “X” the correct classification.
  - i) These are NOT for any changes or supplements to Applications or on-going cases.
  - ii) THIS SHOULD BE THE ACTUAL APPLICATION **ONLY**.
- b) Revisions/Amendments: These are for on-going or approved cases.
  - i) Check or put “X” in this space.
  - ii) Check or “X” the correct classification & provide the request information.
    - (1) For amendments to Applications: Please include the docket number & company name. (Tariffs to UNAPPROVED Applications go here!)
    - (2) For amendments to Tariffs for APPROVED Applications: Please include the decision number AND the docket number. (If you do not know these two numbers, please do not hesitate to contact us for assistance.)

## 4) SECURITIES OR MISCELLANEOUS FILINGS –

- a) Most non-application filings will go here.
- b) Check or “X” the correct classification.
  - i) Common classification problems for miscellaneous filings:
    - (1) Affidavits can be (but are not limited to):
      - (a) Certificates of Publication
      - (b) Certificates of Mailing
      - (c) Certificates of Public Notice
    - (2) Exceptions are disagreements, issues with or concerns about:
      - (a) Proposed/Recommended Orders
    - (3) Comments
      - (a) If you have the original version of the cover sheet, these go in OTHER. Please specify “Comments” on the line provided.
      - (b) Check “Comments”.
    - (4) Testimony:
      - (a) Please specify “Testimony” on the line provided.
      - (b) Check “Testimony”.

★ **REMINDER** ★

**You must file the original document PLUS 13 copies of ALL filings!**

**Please contact Docket Control at (602) 542-3477 if we can be of any assistance.**